



September 11, 2008

Mr. Duke Martin, P.E.
Duke Engineering Company
P.O. Box 868
Mt. Sterling, KY 40353

Dear Mr. Martin:

Subject: *Development Process*

This letter is designed to outline the Winchester Municipal Utilities (WMU) development process regarding sanitary sewer line extensions from start to finish. All necessary steps and submittals pertinent to the process are outlined.

The first step in the WMU development process is to submit an application for extension along with two (2) sets of plans stamped by a certified Professional Engineer (State of Kentucky). Upon receipt of the plans and the application for extension, WMU will have 30 days in which to review and make corrections to the proposed development. A letter will be generated outlining corrections and/or revisions. With resubmission of plans, WMU will have an additional 30 days in which to review.

Once the development is in compliance with WMU standards and specifications, the project plans will be recommended to the Winchester Municipal Utilities Commission (WMUC) for Design/Construction Approval. A letter will be forwarded to the owner/developer upon WMUC approval.

Design/Construction approval from the WMUC stipulates that all construction must be complete within one-year of the approval date. Re-approval will be required if construction of the development is not complete within one-year.

The owner/developer will be required to obtain Kentucky Division of Water (KYDOW) approval prior to the initiation of construction. WMU will provide the owner/developer with the WMUC approval letter and attachments as may be required by KYDOW.

Easements shall be obtained by the developer and shall not be the responsibility of WMU or the WMUC. Off-site easements shall be acquired and recorded prior to the initiation of construction. On-site easements shall be acquired and recorded prior to dedication to WMU.

During the construction phase, WMU will provide inspection for compliance with WMU standards and specifications. Performance testing of the sanitary sewer lines under the direction of WMU personnel will be annotated on the Sanitary Sewer Air Test Certification Form, and the Manhole Vacuum Testing Form.

The owner/developer will also be required to provide a closed circuit camera inspection video and log upon completion of construction, testing, and flushing of the sanitary sewer line.

Upon completion of construction and successful camera inspection of the sanitary sewer lines, the contractor may request a punch list of the installed pipe line and appurtenances. A punch list inspection will be performed by the WMU construction inspector. A letter will be drafted to the contractor, copied to the owner/developer, outlining items requiring correction for the sanitary sewer

line and appurtenances. A punch list inspection will be performed one (1) time only. Therefore, request for a punch list inspection should not be made until all construction has been considered acceptable.

Prior to acceptance of facilities by WMU for ownership and perpetual maintenance, the owner/developer must complete or have completed the following administrative items:

- Letter of Dedication
- Engineers Certification
- Contractors Certification
- Written Easements (On/Off Site)
- Reproducible Drawing (Mylar- 24" X 36")
- Reproducible Plat (22" X 17")
- Warranty Bond and/or Irrevocable Line of Credit
- Final Cost
- Payment of Inspection Fees
- Payment of Water and Sanitary Sewer System Development Charges

I trust the enclosed information will be of benefit to you. Should you have any questions or require additional information, please contact me or any member of the engineering department at (859) 744-5434.

Respectfully,

Duke Dryden
Supervisor of Engineering

Pc: WMU Project File